

“Outstanding and exceptionally useful”
Southport College

“Very well presented course which we hope to incorporate across college with help from yourselves”
Bradford College

“Very good – well prepared, well delivered”
PHS Group Plc

IN-HOUSE TRAINING

TAILOR MADE TRAINING
TO SUIT THE NEEDS OF YOUR ORGANISATION

Did you know we can provide tailor-made training for you at your organisation?

Does your team need training?

Is your organisation opening a new office abroad? Do your managers need to know about another jurisdiction's employment law?

Do your senior managers understand the changes to Equality and Diversity legislation?

Do you have Directors who should have an understanding of employment law?

As well as being the leading provider of public employment law training, Advance has for many years been providing bespoke training for organisations.

WHY CHOOSE US FOR IN-HOUSE TRAINING?

- Cost effective
- Flexible – date, location and programme content
- Tailor-made to your organisation
- Delivered by practising Employment Lawyers or Senior HR Consultants who are all highly experienced in delivering training
- Fully comprehensive course book, presentation and case studies for all delegates
- Highly interactive and practical training
- Thorough use of case studies based on real scenarios in your organisation
- CPD certificates for all delegates



INVESTOR IN PEOPLE

ENQUIRIES HOTLINE 0161 235 4545
WWW.DLAPIPER.COM/ADVANCE

IN-HOUSE TRAINING

In the last 12 months we have trained a number of public and private sector organisations including:

G4S Securicor, Nationwide Building Society, Mitsubishi, Anglia Ruskin University, South Lakeland District Council, Proctor and Gamble, Thames Valley Police, Thames Valley Housing, NFU Mutual, Learning and Skills Council, Gateshead Council, South Yorkshire Police, Mitsui, DWP Child Support Agency, MOD, Writtle College and Johnson Matthey.

In-house training assignments may vary from a one day workshop focusing on a specific area of employment law through to multi-day delivery, where we may train board members and senior HR Managers on an intensive course covering points of law and case law and then provide cascade training. This would be on a more practical basis to line managers and other employees to give them the ability to understand new procedures, when to use them and the legal rationale behind them.

As a law firm and training organisation, we understand there is a growing need to train all levels of staff including directors, line managers and HR teams. It is extremely important that staff are kept up to date with the ever changing employment legislation; a small mistake in a process could be very costly for the organisation and in some cases could have an impact on the employee themselves. We understand that budget restrictions and business needs often make it difficult to send staff to public courses and we have seen a trend in companies opting to run a course internally.

IHT is not only cost effective but offers you flexibility regarding date, location and programme content. The training is tailor made to your organisation, using your own policies, basing case studies on situations relevant to your organisation and focusing on your key issues of concern. If you have a course in mind that you can't see please call us and we will put a bespoke programme together.

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Popular In-house Training Programmes

3-DAY COURSE

DIPLOMA IN BASIC EMPLOYMENT LAW

Employees that attend all three of these courses and complete the written knowledge assessments will be issued with a Diploma in Basic Employment Law, certified by DLA Piper and endorsed by Manchester Metropolitan University.

Day 1 – Employee rights

- The employment contract
- Family friendly issues
- Rights arising during the employment relationship
- Part-time workers
- Managing the employment relationship

Day 2 – Discipline and dismissal

- Misconduct and discipline
- Fair dismissal
- Unfair dismissal cases
- Types of disciplinary action
- Tribunals

Day 3 – Discrimination and equal opportunities

- Discrimination
- Harassment and bullying
- Advertisements and appraisals
- Equal opportunities
- Managing discrimination
- Recent legislation

Endorsed by:



This is just a summary of the course – please call us for a full programme

1/2 DAY COURSE

DIRECTORS' DUTIES

A PLC Director has always been subject to an array of duties arising from statute, case law, regulations and corporate governance rules. No director can afford not to understand these and the latest statement of these and their interception.

- Introduction
- Duties – where are we now?
- Behaviour – which pay and reward structures are appropriate?
- Liability – what are the litigation and regulatory risks?
- Case Study

Train your Board

We can also provide Employment Law Updates specifically designed for your directors.

1-DAY COURSE

PENSIONS

Pension Trustees Training

This one day intensive programme is essential training for trustees, whether as a foundation for new trustees or as a refresher for existing trustees.

- Duties and responsibilities
- Complying with the law
- Understanding your Scheme's documentation
- Understanding financial actuarial and investment matters

Reducing Your Pensions Risk

This programme looks at suggestions for managing the legal and practical issues of controlling pensions risk.

- Legal issues on pension scheme redesign
- Advanced options for defined benefit schemes
- Changing employment contracts
- Employee consultation

MANAGING BUSINESS CHANGE

The legal aspects of redundancy

- Defining redundancy – the legal test and how the effects of displacement fit the definition
- The legal procedure
- Voluntary redundancy, early retirement – the legal implications
- Consultation – collectively and on an individual basis
- Fair, objective and transparent selection process
- Looking for alternative employment in the business
- Contractual variation following reorganisations and restructuring
- Trial periods in new jobs and the right to time off to look for another job

Managing poor performance

- What is poor performance
- Conduct v capability
- The impact of poor performance

- Bullying or a manager's right to manage
- Raising the bar – setting new performance standards
- Factors to be checked before action is taken
- Ill-health absence

Legal liabilities

- The cost of getting it wrong – claims to tribunals; poor image; effect on those who remain
- The risks of discrimination claims – the differences between claims involving unfair dismissal and those on the grounds of discrimination
- Compromise agreements – when they should and shouldn't be used

Putting the law into practice

– This session will cover the practical issues, using case studies to bring situations alive.

EMPLOYMENT TRIBUNALS AND WITNESS TRAINING

Tribunal practice and procedure

- What every company needs to know
- How does the company respond to an Employment

Tribunal claim

- Disclosure and preparing the tribunal bundle
- Witness evidence

Tactics employment litigation

- Avoiding Employment Tribunal claims
- The Tribunal response form
- Who are the parties and how are they represented?
- Employment Tribunal directions, and Case Management

Discussions

- Points to be resolved as 'preliminary issues'
- Compiling relevant documentation
- Briefing witnesses
- Drawing up Witness statements

- Is there a preliminary hearing – and how does this work?
- Settlement and the role of ACAS

How to win at tribunals and alternative dispute resolution

- Understand the background to alternative methods of resolving disputes
- Look at different ways of resolving cases
- Through Tribunal
- Mediation
- Conciliation
- Arbitration

Witness Preparation

- The framework
- Preparation
- Drafting witness statements
- Relevant detail
- Problem areas
- Cross checking
- Language
- Cross examination

EQUALITY IMPACT ASSESSMENT

Promoting Equality and Eliminating Discrimination

- The statutory framework
- Defining a 'public body'
- Specified duties
- General duties
- Employment duties
- Procurement and contracting out

Impact Assessments – What? Why? Who? and When?

- What are they?
- Why are they necessary?
- When must they be completed?
- Who should carry them out?

The Statutory Regulations – An overview

- Race
- Disability
- Gender
- Identifying common principles
- Understanding differences in approach

Conducting Total Equality Impact Assessments

- Extending the scope – religion and age
- The benefits – total 'whole picture' approach
- The nine key steps to success
- The key – is there a significant disadvantage?
- Equality Impact Assessment Toolkit©

MANAGING INVESTIGATIONS AND DISCIPLINE AND GRIEVANCE PROCEDURES

Repeal of Statutory Discipline and Grievance Procedures

- What is a grievance and why have a grievance procedure?
- Minimal discipline and grievance procedures
- Importance of following procedures in full
- Impact of tribunal claims
- Transitional Period – what steps should you take in this period?

ACAS revised code on managing discipline and grievance matters

- Prevention rather than cure
- Conduct v capability
- Best Practice – following the ACAS Code
- Conducting an investigation
- Practical aspects of disciplinary, appeal and grievance procedures

- Avoiding discrimination through a fair disciplinary process and risk of uplift award given at tribunal

Managing investigations – the general principles

- The need for an investigation
- Adapting the investigation to suit your circumstances
- Sources of evidence
- Adequacy of investigation
- Balance of probabilities
- Right to have a witness – new provision

The practice

- Sound preparation
- Skills
- Witness statement
- Note taking
- Open questions

TUPE IN A NUTSHELL

Just some of the topics that can be covered in varying detail:

- Overview of TUPE Law
- In what situations does TUPE apply?
- When do the people actually transfer?
- Which employees transfer?
- The legal right to object to transferring
- Who is an employee?
- Employees' contractual rights that must be honoured by the new employer
- Do pension rights transfer?
- Employment liabilities inherited by the new employer
- Reminder of unfair dismissal law
- Special protection against dismissals in TUPE transfers
- Constructive dismissal
- Which employer is liable for dismissals?
- Consultation requirements in TUPE transfers
- Do collective agreements with trade unions continue?
- If the old employer legally recognises a trade union, does this recognition transfer?
- Changing employees' terms and conditions – the general rules
- Changing employees' terms and conditions in TUPE situations
- Employee data in TUPE transfers
- Useful protections to include in the contract between the parties - and how to negotiate
- Tactics for tenderers in an outsourcing situation
- Tactics for the outgoing employer
- Tactics for the customer in an outsourcing situation

EMPLOYMENT LAW UPDATE FOR LINE MANAGERS

Introduction

- Introductions and domestic arrangements
- Agenda review
- Expectations of delegates

The employment contract

- Employment status
- The different terms in a contract – express, implied and statutory
- Types of employment contract – permanent, fixed term

Discrimination law

- Sex and race discrimination
- Disability discrimination
- Sexual orientation, religion or belief
- Age discrimination

Case study

- Bullying and harassment case study

Managing performance

- What is poor performance?
- Conduct v capability
- Ill-health absence

Case study

- Poor performance scenario

Flexible working

- Maternity, adoption, parental and paternity rights
- Part time and temporary workers rights
- Dealing with requests for flexible working

Employment Tribunals

- What are Employment Tribunals like?

Dismissal law

HARASSMENT AND BULLYING

What is harassment and bullying?

- When does banter become harassment?
- Email harassment
- Firm management and bullying
- ACAS guidance

Review of discrimination law

- Sex, sexual orientation, religion and disability
- Statutory protection against harassment
- Intentional and unintentional
- Reasonable steps defence
- Victimisation

Other legal liability

- Contract of employment
- Duty of trust and confidence
- Swearing and oppressive management

- Assaults
- Duty of care
- Protection from Harassment Act 1997

Investigating allegations of harassment and bullying

- Internal dispute resolution
- Grievance procedures
- New ACAS Code of Practice
- Gathering evidence
- Data Protection issues
- Confidentiality
- Disciplinary procedures

Updating harassment and bullying policies

- Drafting policies
- Updating policies
- Communicating policies
- Enforcing policies – the pitfalls

EUROPEAN EMPLOYMENT LAW – ON ANY JURISDICTION

Hiring procedure

Sources of law

- Employment contracts
- Collective bargaining agreements
- Statutes

Pay and benefits

- Salary
- Bonus schemes and stock options
- Pension
- Holiday

Working time

- Working Time Act
- Part-time work

Maternity

- Maternity rights and protection
- Maternity leave
- Parental leave

Disability

Equal opportunities and discrimination

Works councils

- Personal, economic and social matters

Individual dismissal

- Notice periods
- Action against unfair dismissal

Collective dismissal

- Definition
- Procedure

WHAT HAVE OUR DELEGATES SAID?

“The course was pitched at a level suitable for everyone. Feedback from delegates was excellent and they felt they gained new knowledge from the course”

Cable and Wireless

“Excellent input from Mary, really useful”

West Yorkshire Police

“Staff found it very useful”

Thames Valley Police

“Delegates felt they learnt a lot, those less experienced didn't feel left behind and Liz maintained a good pace”

Vodafone

“The course was excellent. The trainer was so knowledgeable. I would recommend this to all managers, not just new managers as the implications of not following the procedures we set down are shocking!”

Plus Dane Housing

“DLA Piper are the best employment law training providers”

South Lakeland District Council

“Excellent and informative course. Great trainer – very knowledgeable, energetic and enthusiastic, pragmatic”

Nationwide

TRAINERS

We have a large bank of experienced and knowledgeable trainers across the country, ranging from DLA Piper's own practising lawyers to highly skilled independent HR consultants. We deliver training to a wide variety of organisations. Each trainer comes with a breadth of general procedures and practice as well as individual expertise. This means we can carefully choose the right trainer to meet your training requirements and pitch the training at the appropriate level for your audience.

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COURSE ENQUIRIES

If you would like to discuss your in-house training requirements in more detail, or require more information about any of our courses, please fill in your details or contact Anna Juniper or Rachel Cook on the numbers below.

SO HOW DO YOU PROCEED?

1 Phone us with your requirements

Call Anna Juniper on 020 7796 6632 or Rachel Cook on 0161 235 4562. We will discuss with you what type of training you require, how we could best deliver such training in your organisation, a price and how to proceed.

2 Receive a tailor-made programme

Anna or Rachel will then decide upon an appropriate trainer for your needs taking into account your organisation and the type of training you require. They will then work with this trainer to draft a programme specifically tailored for you along with a detailed proposal. You are not obliged at this stage to proceed with the training.

3 Decide to proceed

If you wish to proceed we will prepare the supporting coursebook and materials and the precise content of the programme based on your company's policies, procedures and development requirements. You can have as much or as little input at this stage as you choose.

YOUR DETAILS

Name	Position	
Company		
Address		
	Postcode	
Tel	Fax	Email

FURTHER INFORMATION Please indicate your area of interest

Please contact me to discuss In-house Training in more detail

PUBLIC COURSES Please tick if you would like to be sent further details of any of the courses below

Absence and Stress Management <input type="checkbox"/>	Equal Pay and Equality Bill <input type="checkbox"/>
ACAS Briefings <input type="checkbox"/>	Equality Impact Assessment <input type="checkbox"/>
Age Discrimination Update <input type="checkbox"/>	Essential Employment Law and Case Law Update <input type="checkbox"/>
Contract Variation <input type="checkbox"/>	European Employment Law <input type="checkbox"/>
Diploma – Basic Employment Law (3 day) <input type="checkbox"/>	Harassment and Bullying <input type="checkbox"/>
Directors Training <input type="checkbox"/>	Managing Investigations <input type="checkbox"/>
Disability Update <input type="checkbox"/>	Mock Tribunals and Witness Training <input type="checkbox"/>
Discrimination Update <input type="checkbox"/>	Pension Law <input type="checkbox"/>
Employment Law in a Nutshell <input type="checkbox"/>	Redundancy and Managing Change <input type="checkbox"/>
Employment Law Summer School (Residential) <input type="checkbox"/>	TUPE in a Nutshell <input type="checkbox"/>

Please **fax** to **Rachel Cook** at Advance on **0161 235 4505**,
post to **Advance, 101 Barbirolli Square, Manchester**
M2 3DL, visit our website at www.dlapiper.com/advance,
call Anna Juniper on 020 7796 6632 or Rachel Cook on
0161 235 4562, or email anna.juniper@dlapiper.com or
rachel.cook@dlapiper.com.



INVESTOR IN PEOPLE